



## WAREHOUSE CLERK

The U.S. Embassy in Canberra is seeking an individual for the position of Warehouse Clerk in the General Services Office.

Salary: A\$49,483 p.a.  
Hours: Full time 40hours/week

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of Secondary School (Year 10) is required.
2. A minimum of 1 year experience in warehousing or experience in receipt and dispatch is required.
3. Level 3 (Good working Knowledge) written and spoken English is required. This will be tested.

For further information and the selection criteria please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **APRIL 27, 2012**

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

<b>POSITION TITLE: WAREHOUSE CLERK</b>	<b>POSITION GRADE LE-4 (STARTING SALARY A\$49,483)</b>
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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Primary post receiving officer, responsible for monitoring and receiving all purchased goods through Integrated Logistics management system (ILMS).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

### **Major Duties and Responsibilities**

- Responsible for monitoring all incoming receipts through Integrated Logistics Management System (ILMS) and the processing of all ILMS receiving paperwork through to ensuring all accountable items are bar-coded and correctly entered into Asset Management.
- Responsible for completing manual DS-127 receiving reports and receiving report register.
- Responsible for the loading and unloading of all delivery vehicles and the prompt inspection of all goods received at warehouse to ensure correct quantity, quality, condition and that the property is in accordance with the terms and specifications of the acquisition documentation.
- Responsible for completing receiving reports for Purchase Card holders where expendable items are not received in the warehouse and are taken into direct use in the ordering department.
- Responsible for the correct storage of all items received at the GSO warehouse for stock and at all times ensuring that the appropriate protective coverings are used.
- Responsible for ensuring that the designated receiving area within the GSO warehouse is kept in a clean and tidy state at all times
- Assists in the setup and ongoing process of Embassy Sealed Bid Sales.
- Assists with annual inventories when required.
- Carry out minor repairs to furniture and appliances as required.
- Carries out driving duties when required and act as backup delivery offside when required.
- Carry out minor repairs to furniture and appliances as required.
- Assemble furniture for transport and issue prior to loading on warehouse truck.
- Responsible for initiating requests for the delivery of assets received at the warehouse to the customer.
- Acts as back up Sealed Bid Sale Cashier
- General warehouse duties as directed.

- Member of the Canberra Greening Initiative (CGI) procurement team.

### **Selection Criteria**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (Year 10) is required.
2. A minimum of 1 year experience in warehousing or experience in receipt and dispatch is required.
3. Level 3 (Good working Knowledge) written and spoken English is required. This will be tested.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

### **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place  
YARRALUMLA ACT 2600

or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

### **THE DEADLINE FOR APPLICATIONS IS APRIL 27, 2012**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

### **APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)

- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References